横須賀基地空席広報		広報番号: Announcement No.	SRFJRMC-160-08	
VACANCY ANNOUNCEMENT			募集締切日: Closing Date	10 Sep 08
		·	発行日: Date of Issue	28 Aug 08
		4.募集範囲 Area of Cons	也(部隊内) within Activity d(通勤圏内) in commuting distance 全在日米軍) ree Japan Wide cant Employment HPT	
□ 夜勤 Night Shift □ 残業 Overtime □ 出張 Business Travel 6.職務内容 Duties See attached sheet				
7.資格要件/身体条件 Qualification/Physical Requirements a. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work. If applicant does not have such work experience, completion of 4-years college/university in a related field may qualify him/her at 1-5 level. b. Knowledge of training requirements and guidelines of NAVSHIPREPFAC Training Program. c. Skill in operating computer with applications such as Microsoft Word, Excel, and Power Point, etc. d. Ability to coordinate training courses with various training vendors in the U.S. and Japan on a daily basis. e. Ability to prepare training announcements, memorandums, training job orders, letters, etc. f. Ability to translate training materials from Japanese into English or vice versa. g. Ability to speak, read and write English at fluent proficiency level (LAD-3) and Japanese at exceptional proficiency level.				
*An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below. 1-4: a. One year of clerical, technical, or administrative work experience in any field. If applicant does not have such work experience, completion of 4-years college/university in any field may qualify him/her at 1-4 level. *Handicapped applicants may be accepted, depending on the degree and kind of disability.				
英語力 English Language Proficiency: □必要なし None □初級 Basic □中級 Intermediate □上級 Advanced □特段の能力 Exceptional				
学歴 Educational Background: N/A 免許証/修了証 License/Certificate Required: 7/8 欄参照 See blocks 7 & 8				
職務状況 8 提出するもの Application and Associated Decomposits Westvins				
8.提出するもの Application and Associated Documents				Working Condition

*☑ 空席応募用紙 Application for Vacancy Announcement				
*☑ 専門職務経歴書 Resume of Specialized Work Experience				
*の記入は Complete * in □ 日本語で Japanese □英語で English □ どちらでも Either				
□ 運転免許証の写し Copy of Driver's License				
□ 修了証/証明書の写し Copy of Certificate				
英語の能力を証明するものの写し Certificate of English Proficiency (Copy)				
図 80 円切手を貼付し、応募者の郵便番号·住所·氏名を書いた返信用封筒 (12cm x 23.5cm)				
12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.)				
図 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen				
applicant, copy of Alien Registration and Passport/Visa Copy				
9. 応募書類提出先 Office to Submit				
内部(現 MLC/IHA 従業員)と外部(非従業員)では、提出先が違います。上記必要提出物をお間違えの無い様、				
郵送/提出して下さい。募集締切日必着。(HRO 日本人雇用課ゲート事務所カウンター下の応募用紙提出箱へは午前				
0600時より、午後0600時まで提出可能です。) Office to submit is different for Current MLC/IHA				
Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office.				
Applications must be received by the closing date of the Vacancy Announcement. (Application Drop Box under the				
HRO Gate Office counter is accessible from 0600 to 1800.):				
The one office counter is accessible from 6000 to 1000).				
(注意)上記項目4番の"募集範囲"が現 MLC/IHA 従業員のみの場合、外部(非従業員)からの応募書類は無効と				
なりますのでご注意下さい。 When item #4, "Area of Consideration" above shows "Current MLC/IHA employees" only,				
Off Base applicants will be rated ineligible.				
1. 内部(現 MLC/IHA 従業員)提出先 Current MLC/IHA Employees must submit to:				
〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22				
米海軍横須賀基地日本人雇用課 (N132) COMNAVFJORJAPAN, Human Resources Office (HRO) Yokosuka				
対線/Extension 243-8152 JN Employment Division (N132)				
Timpoyillation 2 to ord				
2. 外部(非従業員)提出先 Off Base Applicants must submit to:				
〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル4階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka				
(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA				
管理第一係 Management Section				
電話番号 Phone 046-828-6959				
受付時間:月曜—金曜、0830-1730 (日本の祭日を除く) Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese				
安竹時間: 月曜―霊曜、0830-1730 (日本の宗日を除て) Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) *雇用条件等のご質問はこちらにお問い合わせ下さい。Please contact LMO/IAA for questions on conditions of				
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employment.				
### For Official Use				

PD No.:SRFJRMC-1142-002 PD is accurate and current. Certified by Activity: yn HRO: mm 8/27 応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered. 提出された応募書類はお返ししません Submitted applications will not be returned.

Rev: 10-31-06

Under the direction of Training division head, conduct NAVSHIPREPFAC Training Program, including:

- a. Providing advice to managements on the selection of employees to attend training courses, including coordination with the English Training Division, Code 830, to test employees for competency level in the English language;
- b. Providing advice and guidelines to US/JN supervisors and employees in identifying individual and group training requirements;
- c. Researching sources of specialized training to meet specific requirements as required;
- d. Evaluating training completed and recommending changes/modification, as necessary; coordination periodic reviews to ensure training requirements are met;
- e. Coordinating with Code 810 to initiate visit clearance request to cognizant security offices of CNO and NAVSEA for MLC employees traveling to U.S. Navy sponsored training courses;
- f. Reviewing and screening the annual planned training requested by codes/shops;
- g. Preparing Training Announcement, Memorandums, Training job orders, DD Form 1556, Messages, Letters to implement training program smoothly and effectively;
- h. Translation of training materials from Japanese to English or English to Japanese;
- i. Communication with CONUS training sites for coordination of quotas, class schedules, etc.